## DEPARTMENT OF AGRARIAN REFORM - REGION 08, REGIONAL OFFICE Indicative Annual Procurement Plan (APP) for CY-2023

**REGION : VIII - Regional Office** 

		-	Is this an Early		Sch	edule for Each P	rocurement Ac	tivity	Source	Estimate	d Budget (PhP)		Remarks
Code (PAP)	Procurement Program/Project	PMO/ End-User	Procurem ent Activity?	Mode of Procurement	Advertisement/ Posting of IB/REI	Submission/Ope ning of Bids	Notice of Award	Contract Signing	of Funds	Total	MOOE	со	(brief description of Program/Activity/Project)
1	Supply and Delivery of Common-use Office Supplies & Equipments available at PS-DBM	ALL SECTOR	NO	Agency to Agency	Jan-June 2023	Jan-June 2023	Jan-June 2023	Jan-June 2023	GOP	4,143,192.59	4,143,192.59		To be procured at Procurement Service pursuant to Sec. 53.5 of the IRR 9184 ( Quarterly)
2	Supply and Delivery of Common-use Office Supplies & Equipments not available at PS-DBM 1st semester	ALL SECTOR	NO	N-P 53.9 Small Value Procurement	Jan-June 2023	Jan-June 2023	Jan-June 2023	Jan-June 2023	GOP	897,691.73	897,691.73		Supply & delivery of office supplies
3	Supply & delivery of various office supplies and equipments, IT equipments and accessories for the 2nd quarter	ALL SECTOR	NO	N-P 53.9 Small Value Procurement	Apr-23	Apr-23	Apr-23	Apr-23	GOP	897,691.73	897,691.73		& materials not available at Procurement Service
4	Supply & delivery of various office supplies and equipments, IT equipments and accessories	ALL SECTOR	no	N-P 53.9 Small Value Procurement	Jan-Dec. 2023	Jan-Dec. 2023	Jan-Dec. 2023	Jan-Dec. 2023	GOP	966,744.94	966,744.94		
GENER	RAL SERVICES												
5	Procurement of Janitorial Services	STOD- Admin	YES	Competitive Bidding	Spt. 2022	Spt. 2022	Oct. 2022	Oct. 2022	GOP	2,342,929.68	2,342,929.68		Procurement of 14 Janitorial Services
6	Procurement of Security Services	STOD- Admin	YES	Competitive Bidding	Spt. 2022	Spt. 2022	Oct. 2022	Oct. 2022	GOP	2,490,991.39	2,490,991.39		Procurement of 10 Security Services
RENT	EXPENSES												
7	Rental of various equipments/facilities	STOD- Admin	NO	N-P 53.9 Small Value Procurement		as the ne	ed arises		GOP	200,000.00	200,000.00		rental of sound system & other equipment
PRINT	NG EXPENSES												
8	Printing & Publication	STOD-Admin	NO	N-P 53.9 Small Value Procurement	as needed	n/a	as needed	as needed	GOP	200,000.00	200,000.00		Printing of DAR's Official news quarterly
SUBSCI	RIPTION EXPENSES												
9	Newspaper subscription	STOD	NO	Direct Contracting	monthly	n/a	monthly	monthly	GOP	30,000.00	30,000.00		daily subscription of newspaper
10	Transportation, Rental and Delivery	STOD	NO	N-P 53.9 Small Value Procurement	as needed	as needed	as needed	as needed	GOP	200,000.00	200,000.00		transportation, rental & delivery of goods
Trainin	igs Conferences												
	STOD												
11	Supply & delivery of meals and snacks for 12 months (MANCOM Meeting)	STOD-Admin	NO	N-P 53.9 Small Value Procurement	Jan-Dec.2023	Jan-Dec.2023	Jan-Dec.2023	Jan-Dec.2023	GOP	168,000.00	168,000.00		

12	Supply & delivery of meals and snckas for Regional Office STOD Monthly Conference	STOD-Admin	NO	N-P 53.9 Small Value Procurement	Jan-Dec.2023	Jan-Dec.2023	Jan-Dec.2023	Jan-Dec.2023	GOP	350,000.00	350,000.00	
13	Supply & delivery of food, venue & accommodation for STOD Regionwide Quarterly Assessment Conference	STOD-Admin	NO	N-P 53.9 Small Value Procurement	Jan-Mar , April June, July - Sept. , Oct. Dec., 2023	Jan-Mar , April - June, July - Sept. , Oct. Dec., 2023	Jan-Mar , April June, July - Sept. , Oct. Dec., 2023	Jan-Mar , April June, July - Sept. , Oct. Dec., 2023	GOP	360,000.00	360,000.00	
14	Supply & delivery of food for CARP Anniversary Celebration/Cultural & Social Celebration	STOD-Admin	NO	N-P Lease of Real Property and venue	n/a	Jan & Sept.	Jan & Sept.	Jan & Sept.	GOP	150,000.00	150,000.00	
15	Supply & delivery of meals & snacks for BAC meetings ,Pre Proc & Pre Bid Confe & contract signing	STOD-Admin	NO	N-P Lease of Real Property and venue	Jan-Dec. 2023	Jan-Dec. 2023	Jan-Dec. 2023	Jan-Dec. 2023	GOP	216,000.00	216,000.00	
16	Supply & delivery of food, venue & accommodation for the Procurement Review & Planning Workshop (PPMP & APP)	STOD-Admin	NO	N-P Lease of Real Property and venue	n/a	Feb.	Feb.	March	GOP	135,000.00	135,000.00	
17	Supply and delivery of food and venue for Family day	STOD-Admin	NO	N-P Lease of Real Property and venue	n/a	April	April	April	GOP	240,000.00	240,000.00	
18	Supply & delivery of food venue and accommodation for the Procurement Planning Conference (quarterly)	STOD-Admin	NO	N-P 53.9 Small Value Procurement	Jan, May , July & Oct.	Jan, May , July & Oct.	Feb. June, Aug. & Nov.	Feb. June, Aug. & Nov.	GOP	270,000.00	270,000.00	
19	Supply & delivery of food & venue for Personnel Enhancement Cum Socio- Cultural Activity	STOD-Admin	NO	N-P Lease of Real Property and venue	May-June 2023	May-June 2023	May-June 2023	May-June 2023	GOP	120,000.00	120,000.00	
20	Supply and delivery of food and venue for STOD Quarterly Staff Conference	STOD-Admin	no	N-P 53.9 Small Value Procurement	Jan-Mar , April June, July - Sept. , Oct. Dec., 2023	Jan-Mar , April - June, July - Sept. , Oct. Dec., 2023	Jan-Mar , April June, July - Sept. , Oct. Dec., 2023	Jan-Mar , April - June, July - Sept. , Oct. Dec., 2023	GOP	120,000.00	120,000.00	
21	Supply and delivery of food, venue & accommodation for STOD Team Building	STOD-Admin	no	N-P Lease of Real Property and venue	June, 2023	June, 2023	June, 2023	June, 2023	GOP	210,000.00	210,000.00	
22	Supply & delivery of food, venue & accommodation for RSPB Deliberation	STOD-Admin	NO	N-P Lease of Real Property and venue		as the ne	ed arises		GOP	250,000.00	250,000.00	
23	Supply & delivery of meals & snacks for Meeting/Conference with DARPO Personnel, Farmer Beneficiaries and other Stake Holders	STOD-RD	NO	N-P Lease of Real Property and venue	Feb, May, July & Oct 2023	Feb, May, July & Oct 2023	Feb, May, July & Oct 2023	Feb, May, July & Oct 2023	GOP	195,000.00	195,000.00	
24	SUPPLY & DELIVERY OF FOOD, VENUE AND ACCOMMODATION FOR STRATEGIC PLANNING, QUARTERLY ASSESSMENT AND PERFORMANCE REVIEW (40 pax per session)	STO-Planning	no	N-P Lease of Real Property and venue	Jan, May , July & Oct.	Jan, May , July & Oct.	Jan, May , July & Oct.	Jan, May , July & Oct.	GOP	720,000.00	720,000.00	

25	SUPPLY & DELIVERY OF FOOD VENUE & ACCOMMODATION FOR MONTHLY DATABASE ASSESSMENT (20 pax/session))	STO-Planning	no	N-P Lease of Real Property and venue	JanDec	JanDec	JanDec	JanDec	GOP	240,000.00	240,000.00	
26	SUPPLY & DELIVERY OF FOOD VENUE & ACCOMMODATION FOR THE PREPARATION OF AGENCY PERFORMANCE MEASURES - FY 2024 (40 pax)	STO-Planning	no	N-P Lease of Real Property and venue	Jan, May , July & Oct.	GOP	216,000.00	216,000.00				
27	SUPPLY & DELIVERY OF FOOD VENUE & ACCOMODATION FOR THE PREPARATION OF BUDGET EXECUTION DOCUMENTS - FY 2024 (40 pax)	STO-Planning	no	N-P Lease of Real Property and venue	Oct. 2023	Oct. 2023	Oct. 2023	Oct. 2023	GOP	216,000.00	216,000.00	
28	Supply & delivery of food, venue and accommodation Seminar- Workshop on Preparartion and Reconciliation of Financial Reports and Discussion of other Accounting Matters (45, 000.00/activity)	STOD-Acctg	NO	N-P Lease of Real Property and venue	Jan, May , July & Oct.	GOP	180,000.00	180,000.00				
29	Seminar-Workshop on eNGAs Implementation (45,000.00/activity)	STOD-Acctg	NO	N-P 53.9 Small Value Procurement	Jan-Dec.	JanDec.	JanDec.	JanDec.	GOP	180,000.00	180,000.00	
30	Supply & delivery food & venue for the ( Preparation of Budget and Financial Accountabilty Reports (Monthly)	STOD-Budget	No	N-P Lease of Real Property and venue	Jan-Dec.	JanDec.	JanDec.	JanDec.	GOP	500,000.00	500,000.00	
31	Supply & delivery of Meals & Snacks (Online Submission of Budget and Financial Accountabilty) Reports (Ouarterly)	STOD-Budget	No	N-P Lease of Real Property and venue	Jan, May , July & Oct.	GOP	288,000.00	288,000.00				
32	Supply and delivery of food, venue & accommodation for Monthly Updating	STOD- Personnel	NO	N-P Lease of Real Property and venue	Jan-Dec.	JanDec.	JanDec.	JanDec.	GOP	360,000.00	360,000.00	
33	Supply & delivery of venue, food & accommodation for HRMPSB Deliberation: 10 session per semester	STOD- Personnel	no	N-P Lease of Real Property and venue	Jan-Dec.	JanDec.	JanDec.	JanDec.	GOP	300,000.00	300,000.00	
34	Supply & delivery of food venue & accommodation for Management Review	STOD- HRD	No	N-P Lease of Real Property and venue	March., June, Sept.	March., June, Sept.	March., June, Sept.	March., June, Sept.	GOP	200,000.00	200,000.00	
35	Supply & delivery of food & venuefor Regional HRDC/ PMT/ PRAISE/ Protocol Committee Meetings	STOD- HRD	No	N-P 53.9 Small Value Procurement	March., June, Sept.	March., June, Sept.	March., June, Sept.	March., June, Sept.	GOP	80,000.00	80,000.00	

36	Supply & delivery of food & venue for QMS Meetings	STOD- HRD	No	N-P 53.9 Small Value Procurement	March., June, Sept.	March., June, Sept.	March., June, Sept.	March., June, Sept.	GOP	80,000.00	80,000.00	
37	Supply & delivery of food & venue for STO QMS Planning and Review Sessions	STOD- HRD	No	N-P 53.9 Small Value Procurement	Jan. & Oct.	Jan. & Oct.	Jan. & Oct.	Jan. & Oct.	GOP	96,000.00	96,000.00	
38	Supply & delivery of food & venue for QMS Internal Quality Audit	STOD- HRD	No	N-P Lease of Real Property and venue	Jan. Dec	Jan. Dec	Jan. Dec	Jan. Dec	GOP	200,000.00	200,000.00	
39	Supply & delivery of food & venuefor Conference with RD & ARDs	STOD- HRD	no	N-P Lease of Real Property and venue	Jan. Dec	Jan. Dec	Jan. Dec	Jan. Dec	GOP	80,000.00	80,000.00	
40	Supply & delivery of food & venue for Re-orientation on IDP Preparation	STOD- HRD	no	N-P Lease of Real Property and venue	JanDec	JanDec	JanDec	JanDec	GOP	50,000.00	50,000.00	
41	Supply & delivery of food, venue & accommodation for Promoting Awareness on Mental Health in the Workplace	STOD- HRD	NO	N-P Lease of Real Property and venue		Quai	terly		GOP	80,000.00	80,000.00	
42	Supply & delivery of food, venue Review of HR Systems	STOD- HRD	no	N-P 53.9 Small Value Procurement	Jan-June 2023	Jan-June 2023	Jan-June 2023	Jan-June 2023	GOP	24,000.00	24,000.00	
43	Supply & delivery of food, venue & accommodation for In-house Trainings	STO-HRD	no	N-P Lease of Real Property and venue			Quarterly			500,000.00	500,000.00	(Enhancement and Capability Training for Field Personnel; Orientation for Newly Hired Personnel: Rules and Regulations:
44	Supply & delivery of food & venue 25 pax for MANCOM/ EXECOM	STO-HRD	no	N-P 53.9 Small Value Procurement	JanDec	JanDec	JanDec	JanDec	GOP	576,000.00	576,000.00	
45	Supply & delivery of 85 pax,food & venue for GAD Related Seminars, Trainings and	GAD	no	N-P Lease of Real Property and venue	Jan. & May 2023	Jan. & May 2023	Jan. & May 2023	Jan. & May 2023	GOP	685,000.00	685,000.00	
46	Supply & delivery of food & venue of 85 pax for Medical Mission for DAR	GAD	no	N-P 53.9 Small Value Procurement	Jan. & May 2023	Jan. & May 2023	Jan. & May 2023	Jan. & May 2023	GOP	200,000.00	200,000.00	
47	Supply & delivery for 50 pax, food & venue for Disater Preparedness seminar workshop/fire drill and basic first aid	GAD	no	N-P 53.9 Small Value Procurement	March, June & Dec. 2023	GOP	130,000.00	130,000.00				
48	Supply & delivery for 30 pax , food & venue for Mainstreaming GAD P/A/Ps	GAD	no	N-P Lease of Real Property and venue	March, June & Dec. 2023	March, June & Dec. 2023	March, June & Dec. 2023	March, June & Dec. 2023	GOP	109,000.00	109,000.00	
49	Supply & delivery of 30 pax , food & venue for Immersion Program: Promoting Women Empowerment in womens	GAD	no	N-P Lease of Real Property and venue	March, June, Aug. & Dec. 2023	GOP	200,000.00	200,000.00				
50	Supply & delivery of 100 pax , food & venue for Womens Month Celebration	GAD	no	N-P Lease of Real Property and venue	Mar-23	Mar-23	Mar-23	Mar-23	GOP	230,000.00	230,000.00	

51	Supply & delivery of 40 pax food, venue & accommodation for Records Related Trainings	STOD-Records	no	N-P 53.9 Small Value Procurement		Quar	terly		GOP	200,000.00	200,000.00	
	LAND TENURE SERVICES											
52	Supply & delivery of food & venue LTS Pre-Assessment Conference; No. of Pax: 20 for 1 day	LTS	no	N-P 53.9 Small Value Procurement	May & Nov.	May & Nov.	May & Nov.	May & Nov.	GOP	60,000.00	60,000.00	
53	Supply & delivery of food & venue for Joint PPU Review with other DARPOs; No. of Pax: 10 @ 1 day per month	LTS	no	N-P 53.9 Small Value Procurement	JanDec.	JanDec.	JanDec.	JanDec.	GOP	90,000.00	90,000.00	
54	Levelling- Off/Synchronization/Problem Solving Sesson on LTS; No. of Pax: 40	LTS	no	N-P Lease of Real Property and venue	March,June,Se pt. & Dec., 2023	March,June,Sep t. & Dec., 2023	March,June,Se pt. & Dec., 2023	March,June,Se pt. & Dec., 2023	GOP	500,000.00	500,000.00	
55	Cascading of New Issuances; No of pax 50	LTS	no	N-P 53.9 Small Value Procurement	March & Aug. 2023	March & Aug. 2023	March & Aug. 2023	March & Aug. 2023	GOP	250,000.00	250,000.00	
56	LTS Division conferences; No. of pax: 14	LTS	no	N-P 53.9 Small Value Procurement	Jan., March, May, July, Sept., & Nov.	Jan., March, May, July, Sept., & Nov.	Jan., March, May, July, Sept., & Nov.	Jan., March, May, July, Sept., & Nov.	GOP	63,000.00	63,000.00	
57	RLBET Deliberation; No. of pax: 15	LTS	no	N-P 53.9 Small Value Procurement	Feb., Apr.,Jun.,Aug., Oct., Dec	Feb., Apr.,Jun.,Aug.,O ct., Dec	Feb., Apr.,Jun.,Aug., Oct., Dec	Feb., Apr.,Jun.,Aug., Oct., Dec	GOP	45,000.00	45,000.00	
58	Conduct Marathon of pendings Survey returns at DENR- LAMP/SMD; No. of pax: 40	LTS	no	N-P Lease of Real Property and venue	Aug. 2023	Aug. 2023	Aug. 2023	Aug. 2023	GOP	50,000.00	50,000.00	
59	Conduct of coordination activities/meetings within the regional level in support to DARPOs: No. of pax: 10	LTS	no	N-P 53.9 Small Value Procurement	March, April June,Aug., Sept., Oct., Nov. & Dec.	GOP	80,000.00	80,000.00				
60	LTS ISO related activities: No. of pax: 14	LTS	no	N-P 53.9 Small Value Procurement	Feb.Sept & Nov.	Feb.Sept & Nov.	Feb.Sept & Nov.	Feb.Sept & Nov.	GOP	10,000.00	10,000.00	
	ARBDSP											
61	Supply & delivery of 15 pax food, venue & accommodation for Quarterly ARBDSP cum	ARBDSP	no	N-P Lease of Real Property and venue	March,June,Se pt. & Dec.	March,June,Sep t. & Dec.	March,June,Se pt. & Dec.	March,June,Se pt. & Dec.	GOP	45,600.00	45,600.00	
62	Supply & delivery of 15 pax food & venue for ARBDSP Projects Consultation and Feedbacking Session	ARBDSP	no	N-P Lease of Real Property and venue	Jan.,March, May, July,Sept.Nov.	Jan.,March, May, July,Sept.Nov.	Jan.,March, May, July,Sept.Nov.		GOP	235,000.00	235,000.00	
63	Supply delivery of 15 pax food & venue for ARBDSP Review and Planning Session	ARBDSP	no	N-P Lease of Real Property and venue	March, June,Sept.Nov	March, June,Sept.Nov.	March, June,Sept.Nov	March, June,Sept.Nov.	GOP	162,000.00	162,000.00	

64	Supply & delivery of 15 pax food & venue for Conduct of IT- eASY Orientation	ARBDSP	no	N-P Lease of Real Property and venue	June & Oct.	June & Oct.	June & Oct.	June & Oct.	GOP	54,000.00	54,000.00	
	LEGAL DIVISION											
65	Legal Sector Staff Conference for 20 pax for one day	LEGAL	no	N-P Lease of Real Property and venue	March & Sept. 2023	March & Sept. 2023	March & Sept. 2023	March & Sept. 2023	GOP	32,000.00	32,000.00	
66	Target Setting/Levelling Off of the Legal Sector for 20 pax for three days	LEGAL	no	N-P 53.9 Small Value Procurement	Jan. 2023	Jan. 2023	Jan. 2023	Jan. 2023	GOP	108,000.00	108,000.00	
67	Personnel Capacity Development for 11 pax once a year	LEGAL	no	N-P Lease of Real Property and venue	March, April, May,June & July	March, April, May,June & July	March, April, May,June & July	March, April, May,June & July	GOP	44,000.00	44,000.00	
68	Cascading of Recent DAR Issuances for 20 pax for one day with lease of venue (2 meals na two snacks)	LEGAL	no	N-P Lease of Real Property and venue	Feb. 2023	Feb. 2023	Feb. 2023	Feb. 2023	GOP	24,000.00	24,000.00	
69	Echo Seminar for 20 pax for one day	LEGAL	no	N-P Lease of Real Property and venue	Oct. 2023	Oct. 2023	Oct. 2023	Oct. 2023	GOP	16,000.00	16,000.00	
70	Mid Year Assessment for 40 pax for two days	LEGAL	no	N-P Lease of Real Property and venue	Jun-23	Jun-23	Jun-23	Jun-23	GOP	144,000.00	144,000.00	
71	Year End Assessment for 40 pax for two days	LEGAL	no	N-P Lease of Real Property and venue	Dec. 2023	Dec. 2023	Dec. 2023	Dec. 2023	GOP	144,000.00	144,000.00	
72	Venue with accommodation and Catering Services for DARAB Monthly/Quarterly Meeting/Conference/Workshop: 17 pax for 2 or 3 days (specified the activity as to the number of days)	DARAB	no	N-P Lease of Real Property and venue	Jan to Dec. 2023	Jan to Dec. 2023	Jan to Dec. 2023	Jan to Dec. 2023	GOP	884,000.00	884,000.00	Venue with accommodation and Catering Services 17 pax for 2 or 3 days
R	EPAIR AND MAINTENANCE OF SERVICE VEHICLE											
73	Complete Service of Change-oil of all DAR service vehicles	STOD- GSD	no	N-P 53.9 Small Value Procurement	Jan, May , July & Oct.	Jan, May , July & Oct.	Jan, May , July & Oct.	Jan, May , July & Oct.	GOP	200,000.00	200,000.00	all DAR service vehicles
74	Replacement of Tires (All DAR service vehicles)	STOD- GSD	no	N-P 53.9 Small Value Procurement	Feb. 2023	Feb. 2023	Feb. 2023	Feb. 2023	GOP	300,000.00	300,000.00	All DAR service vehicles
75	Replacement of Batteries (All DAR service vehicles)	STOD- GSD	no	N-P 53.9 Small Value Procurement	JanDec. 2023	JanDec. 2023	JanDec. 2023	JanDec. 2023	GOP	64,000.00	64,000.00	Repair and maintenance of DAR service vehicle w/ plate no. ABE-1236 (engine, underchassis, electrical, aircon repair)

	Supply & delivery of spareparts of eight (8) units service vehicle	STOD- GSD	no	N-P 53.9 Small Value Procurement	JanDec. 2022	120 -110C 2023	JanDec. 2023	JanDec. 2023	GOP	990,000.00	990,000.00	Repair and maintenance of DAR service vehicle w/Plate No. ABE-1236, 084407, SGM- 949, SKW-551, SKW-552, SGM-969, SKC-566,ZGW-466
	Repair of DAR service Motorcycle (Engine, Underchasis, Electrical)	STOD- GSD	no	N-P 53.9 Small Value Procurement	Mar-23	Mar-23	Mar-23	Mar-23	GOP	20,000.00	20,000.00	
78	LTO/GSIS registration & Insurance (8 Vehicles of DARRO 08)	STOD- GSD	no	N-P 53.9 Small Value Procurement	Feb.,June, July, Aug. & Sept. 2023	Feb.,June, July, Aug. & Sept. 2023	Feb.,June, July, Aug. & Sept. 2023	Feb.,June, July, Aug. & Sept. 2023	GOP	64,000.00	64,000.00	
	REPAIR & MAINTENANCE OF OFFICE BUILDING											
79	Supply & delivery of contruction materials for the repair & maintenance of DARRO 08 office building	STOD- GSD	no	N-P 53.9 Small Value Procurement	March-Sept. 2023	March-Sept. 2023	March-Sept. 2023	March-Sept. 2023	GOP	594,210.00	594,210.00	Repair & maintenance of DARRO 08 office building
		Total								27,346,052.06	27,346,052.06	

Prepared/Consolidated by:

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Funds Available:

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